

RECORD PLAT SUBMISSION

In accordance with Chapter 20 of the City Code

Application Number	_____
Filing Date	_____
Fee Paid	_____
P.C. Action	_____
Action Date	_____

SUBJECT PROPERTY _____

SUBDIVISION _____ ZONING _____

APPLICABLE SITE PLAN/PRELIMINARY SUBDIVISION PLAN NO. _____

TOTAL PLAT AREA _____ (STREETS INCLUDED)

DEDICATION AREA _____ (STREETS AND RIGHT-OF-WAY)

LOT AREA _____ PARCEL AREA _____ OUTLOT AREA _____

ENGINEER _____ TELEPHONE _____

ADDRESS _____

CONTACT PERSON _____

OWNER _____ TELEPHONE _____

ADDRESS _____

CONTACT PERSON _____

SUBMISSION REQUIREMENTS

1. **Six (6) folded paper copies** of original mylar 18" x 18" or 18" x 24" for review process.
See Record Plat Specifications on reverse side.
2. **Two (2) folded paper copies of approved final site plan.**
3. **Two (2) folded paper copies of previous plat**, when applicable.
4. **Two (2) folded paper copies of Natural Resources Inventory and Forest Conservation Plan**, when applicable.
5. **Two (2) folded paper copies of paving plan, landscape plan, grading plan, and sediment control plan**, when applicable.
6. **Approved address plan.** (May be approved during site plan review or during record plat review.)
7. **One (1) rolled original mylar** for Planning Commission approval and signatures.
8. **Digital data** of record plat to be submitted after Planning Commission approval but prior to recordation.
See Digital Data Specifications below.
9. **Required fees.**

DIGITAL DATA SPECIFICATIONS

1. **Diskette size and label**
Digital data of subdivision (record) plats must be submitted on Windows-compatible CD-ROM or 3-1/2" high density diskette, labeled with the record plat title(s), name of consultant, and date of approval.
2. **Acceptable Format**
 - a. AutoCAD compatible DWG or DXF file, or
 - b. Arc/Info export file or other ESRI standard format, or
 - c. Adobe Acrobat (PDF) file, or

RECORD PLAT SPECIFICATIONS

Each record plat must include:

1. ☐ Title, with:
 - ☐ Plat number
 - ☐ Current Zoning
 - ☐ Lots, parcels and blocks
 - ☐ Previous lot number(s), if it is a resubdivision
 - ☐ Approved subdivision name
 - ☐ WSSC grid tile number(s) or Maryland State tax map number(s)
 - ☐ "City of Gaithersburg"
 - ☐ Election District
2. ☐ City record plat identification number (R-_____) in lower-right and lower-left corners
3. ☐ Surveyor's name and address
4. ☐ Surveyor's certificate
5. ☐ Owner's dedication
6. ☐ Plat tabulation including number and area of lots, parcels, outlots, and dedication areas
7. ☐ Total area of plat
8. ☐ Graphic scale and date; relational unit scale (x units = y units) or ratio scale (x units : x units)
9. ☐ North arrow with datum reference and coordinate units (meters or feet)
10. ☐ Four coordinates, at least one of which must be located along the boundary of the platted area, in:
 - ☐ Maryland State Plane HPGN (NAD 83/91) Datum (preferred), or
 - ☐ WSSC Datum
11. ☐ Lot numbers (numerical order) and block numbers (alphabetical order)
12. ☐ Lot area and dimensions in appropriate units (meters/hectares or feet/acres)
13. ☐ Distance from ROW to center line if a street forms a boundary of the plat
14. ☐ Street names and right-of-way widths
15. ☐ Utility easements, public improvement easements, conservation easements, etc., with bearings and distances when appropriate
16. ☐ Pedestrian pathway system and/or proposed common areas
17. ☐ Adjacent subdivisions or property owners, including liber/folio and record plat numbers
18. ☐ Original subdivision information in dotted lines, if plat is a resubdivision
19. ☐ Curve information table and curve numbers
20. ☐ Iron pipes at all angle points and curves in plan; monuments where applicable
21. ☐ Cluster development note (where applicable)
22. ☐ Grading and drainage easements from adjacent property owners, where applicable, with owners' signatures
23. ☐ Key map showing all plats in subdivision with subject plat shown more prominently
24. ☐ Approval block: "City of Gaithersburg Planning Commission" with space for signatures of "Chairman" and "Vice Chairman" and date.
25. ☐ All signatures to be in indelible (permanent) archival quality, acid-free ink
26. ☐ Plat recordation block: "Date Recorded _____" and "Plat Number _____"
27. ☐ Any additional standards as set forth by the Maryland State Board for Professional Land Surveyors